



Urban Program Supervisor - Pretrial

Details

Job ID : 243

Title : Urban Program Supervisor - Pretrial

Job Code : 1120

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING WITHIN A 24/7 URBAN PRETRIAL SERVICES OPERATION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND CUSTOMER SERVICE EXPERIENCE PREFERRED OR AN EQUIVALENT COMBINATION OF BOTH

Job Duties

- COORDINATE AND SUPERVISE STAFF
- IMPLEMENT AND ENFORCE CENTRAL OFFICE DIRECTIVES
- INFORMS UNIT SUPERVISOR OF LOCAL OFFICE NEEDS AND PROBLEMS
- SUPERVISE THE CONDITIONAL RELEASE AND DIVERSION PROGRAMS WITHIN THE OFFICE
- PARTICIPATE IN THE TRAINING OF NEW EMPLOYEES
- SOME TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED